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This Notice Expires 1 August 1959

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NOTICE

PERSONNEL
30 June 1959

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HOURS OF WORK

DUTY REQUIREMENTS ON 3 AND 4 JULY 1959

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1. Notice [] dated 19 June 1959 announced that additional information concerning leave and pay for 3 and 4 July 1959 would be supplied when available.

2. For those employees whose regular workweek is Monday through Friday, the following rules will apply:

a. Those who are on annual or sick leave on 2 or 6 July will not be charged leave for absence on 3 July; however, those who are in a period of leave without pay will not receive pay for 3 July.

b. Those who are excused from duty on 3 July but who are required to perform overtime duty on 4 July AND who receive overtime pay or compensatory time off in lieu thereof for such duty WILL BE charged annual leave for absence on 3 July. As an exception to this rule the employee will not be charged annual leave for absence on 3 July if the overtime is an emergency requirement and the employee is not notified until late Friday or on Saturday that he is to work on 4 July. In such event, the T & A card shall be supported by an explanation of the circumstances.

c. Those who resign on or after 12 June 1959 and whose lump-sum leave period includes 3 July will receive pay for 3 July without charge to annual leave. Similarly, those resigning effective 3 July but who are exit-processed on 2 July will receive pay for 3 July without charge to annual leave.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

L. K. WHITE
Deputy Director
(Support)

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